



POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

Position Control User Defined Window 3

AGENCY POSITION INFORMATION

Agency: 650 Organization: 4115 Position Number: PC32001

Long Description: COMPUTER INFO TECH TRAINEE

Effective Date: 04 / 24 / 00 Expiration Date: 99 / 99 / 99

PUD 3 FIELD 1 (30 AN)	Y
PUD 3 FIELD 2 (30 AN)	
PUD 3 FIELD 3 (8D MMDDCCYY)	
PUD 3 FIELD 4 (30 AN)	
PUD 3 FIELD 5 (30 AN)	
PUD 3 FIELD 6 (8D MMDDCCYY)	
PUD 3 FIELD 7 (30 AN)	
PUD 3 FIELD 8 (30 AN)	
PUD 3 FIELD 9 (30 AN)	
PUD 3 FIELD 10 (30 AN)	
PUD 3 FIELD 11 (30 AN)	
PUD 3 FIELD 12 (30 AN)	



NOTES

POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

The Position Control User Defined Window 3 (PUD3) is used to record miscellaneous position information. Each agency can use this window at its discretion to capture information specific to its agency and/or organizations. If the agency/organization intends to report on the entered information, each field should be used in a consistent manner.

Step 1 To open a PUD3 from the SAMII Desktop Navigator window, click the Go To icon. Type PUD3 in the “Code” field. Click on the Open button.

Step 2 Enter the required information in the following fields.

AGENCY - Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type 650.

ORGANIZATION - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type 4115.

POSITION NUMBER - Required. Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window. SEE STUDENT CARD.

Select **Display: Browse Data**.

Step 3 Complete the following fields on the PUD3 window.

LONG DESCRIPTION – Inferred. Displays the long description of the position.

EFFECTIVE DATE – Optional. Enter the date the miscellaneous position information becomes effective. Defaults to the current date.

EXPIRATION DATE – Optional. Enter an expiration date only if all of the information captured on the window will expire at the same time. If the information is effective indefinitely, leave this field blank and the system will automatically default to 99/99/99.

FIELDS 1 –12 – These fields are defined by each agency. Enter information into those fields that capture the desired information associated with the new position. For reporting purposes, the information entered into each field should be consistent. Type Y for PUD3 Field 1.



POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

Position Control User Defined Window 3

AGENCY POSITION INFORMATION

Agency: 650 Organization: 4115 Position Number: PC32002

Long Description: COMPUTER INFO TECH TRAINEE

Effective Date: 04 / 24 / 00 Expiration Date: 99 / 99 / 99

PUD 3 FIELD 1 (30 AN) Y

PUD 3 FIELD 2 (30 AN)

PUD 3 FIELD 3 (8D MMDDCCYY)

PUD 3 FIELD 4 (30 AN)

PUD 3 FIELD 5 (30 AN)

PUD 3 FIELD 6 (8D MMDDCCYY)

PUD 3 FIELD 7 (30 AN)

PUD 3 FIELD 8 (30 AN)

PUD 3 FIELD 9 (30 AN)

PUD 3 FIELD 10 (30 AN)

PUD 3 FIELD 11 (30 AN)

PUD 3 FIELD 12 (30 AN)

UPDATE WAS SUCCESSFUL Messages Tran ID: 000424000004 11:26 AM 04/24/00



NOTES



POSITION CONTROL USER DEFINED WINDOW 3 (PUD3) APPROVAL PROCESS

Now, let's complete the approval processing of the PUD3.

Step 1: Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that update was successful.

Both Non-UCP and UCP agencies define, enter, and approve values entered on the PUD3 window.

Step 2 Close the PUD3 window.



ACTIVITY

- You need to create a position that will use an already established labor distribution profile except you want to change the Activity and Reporting Category. How would you do this?
- You need to change the position authorization for a seasonal worker position. Your agency wants to authorize the position for 40 incumbents and 30 FTEs. How would this be accomplished for a UCP agency? How would this be accomplished for a Non-UCP agency?



EXERCISES

Now, let's complete all the required steps to define the following position.

The State Public Defender System has received some temporary funding from the Legal Defense Fund to hire an Assistant Public Defender position in Boone County. Complete a PSMT to establish an Asst. PD position in the system.

Agency	151
Organization	2002
Position number	SEE STUDENT CARD
Effective Date	Today's Date
Short Description	ASST PD
Long Description	Assistant Public Defender
Assignment Type	Temporary
Table Driven Pay	Use Table
Position Status	TEMPA
Civil Service Status	NUCP
Location	C3580
Payroll Number	151
Pay Class	PFS
Title	C00400
Sub-Title	C2
Labor Distribution Override	Use Entered Profile
Distribution Profile	S0034



NOTES